

My Work – Customer Portal

How to Upload a File into MiEHDWIS

1. Log into MiEHDWIS.
2. Click on **My Work**.
3. Click **Submit New Request**.
4. From the dropdown, select the **Entity Type** such as Campground, Septage Hauler, Septage Waste Receiving Facility or Community Water Supply.
5. Select the **Request Type**.
6. Type in the **name of the Entity** to ensure that the file is connected to the correct Entity upon submission.
7. Click **Create**.
8. You will be taken to the **Activity** page that is assigned a unique ACT-XXXXX number. On this page, you may click **Upload Attachment** to upload documents, use the **Send Message** tool to send a message to the DWEHD program area staff assigned to this Activity, view the **Status** and **Timeline**, as well as complete any **Tasks**, if applicable.
9. To upload a file, click **Upload Attachment**.
10. Select the file(s) to upload.
11. Complete the information on the card.
12. Click **Save**.

Important Customer Portal Reminders

- ✓ Be specific on your file description before submitting the file.
- ✓ Be sure to search for and enter in the name of your entity so that the file is connected when submitted.
- ✓ If you submit a document in error, send an email to EGLE-MiEHDWIS@Michigan.gov.

This publication is intended for guidance only and may be impacted by changes in legislation, rules, policies, and procedures adopted after the date of publication. Although this publication makes every effort to teach users how to meet applicable compliance obligations, use of this publication does not constitute the rendering of legal advice.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.